
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Town Administrator
RE: Weekly Update
DATE: January 2, 2015
CC:

Next Board of Selectmen meeting Monday 1/5 at 6:30 p.m.

With a Town holiday on New Year's Day this was another shortened week. We continued working on the annual report and I have begun some of our end of year / beginning of year routine. I performed our reporting to the NH Retirement system for December. In reference to the Land Use Change Tax Bill Warrants you signed Monday I drafted a letter to the owners outlining the situation for them to receive prior to the tax bills as a courtesy. As you directed I also drafted and sent out the letter to the Old Meeting House regarding your expectation that they will be responsible for any issues with the trees that results from the septic system replacement.

In response to your request that we consolidate our personnel files currently stored in various departments as opposed to in the Town Offices, those records were brought in and I filed them in the appropriate personnel files.

I have requested quotes for the annual report from three companies and expect to have information for you to review soon.